

NEWS

and Information

A Quarterly Newsletter from the Premier Trainer of Federal, State and Local Government Professionals

April - June 2004

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GRADUATE SCHOOL
AT THE GOVERNMENT
NETWORK ROOM DURING THE
ASTD CONFERENCE

May 23-27, 2004

Washington, D.C.

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Register Now! An Opportunity for Personal and Professional Growth

THE RESIDENTIAL PROFESSIONAL DEVELOPMENT SEMINAR

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July 27 - 30, 2004

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Ocean City, Md.

September 14 - 17, 2004

Destin, Fla

Regis University to Award Credit for ACE Recommended Graduate School Courses

Regis
University

*Learners Becoming Leaders
In the Jesuit Tradition*

A new agreement between the Graduate School, USDA and the School for Professional Studies at Regis University is an important milestone. Regis University has agreed to accept for academic credit Graduate School courses that the American Council on Education (ACE) College Credit Recommendation Service approves for academic credit. ACE has reviewed many of our evening and self-paced courses for credit.

Regis University has its main campus in Denver and is a nationally accredited online university. It is also accredited by the North Central Association of Schools, the regional accrediting body recognized by the Department of Education.

Regis University may also accept transcribed credit hour values that differ from those of ACE. In addition, the University will award credits for Graduate School courses not ACE approved but reviewed and approved by the University. The regulations regarding these procedures appear in the official transcribing guide. Students applying for transcript transfers will still be considered Graduate School students, and the Graduate School will be responsible for administering the courses and certificate programs, except for the application for academic credit transfers.

STATS

The Federal Workforce...

Paul C. Light of the Brookings Institution's Center for Public Research reports on a survey of the federal workforce by Princeton Survey Research Associates. Some findings are:

A majority of federal employees are proud of their work.

Most employees say their coworkers are open to new ideas and are willing to help others learn new skills.

Half of all employees say their organizations are very good at helping people.

A substantial majority of employees feel their organization is delivering services well and spending money wisely.

Most employees feel the public respects their work.

Source: Government Executive Magazine



Auditors from Norway Enroll in a GATI Course

Four audit advisors from the Norwegian General Audit Office recently enrolled in the Government Audit Training Institute's course, Auditing Operations. Ida Oleanna Hagen, Dag Henning Larsen, Elise Fidjestol and Sigmund Nordhus felt so strongly that the subject material was relevant to their current jobs that they planned their trip to Washington, D.C. to coincide with the course's dates: January 14-16, 2004.

After their return to Norway, Fidjestol wrote Erica Butler, GATI's contract training coordinator, that "all four of us were very pleased with the experience." They also requested a copy of a case study because it related to a current project.

Graduate School and Public Employees Roundtable Form Partnership

GS GRADUATE
SCHOOL USDA



The Graduate School recently entered into a partnership with the Public Employees Roundtable, a coalition of 31 organizations representing more than three million public employees and retirees. The Roundtable's mission is to encourage public service careers, promote excellence in public service and celebrate the contributions of public employees.

The Graduate School will provide offices and services such as IT support, equipment and telephone service. In return, the Roundtable will champion the Graduate School in its publications and at events. It will also link the Graduate School to its Web site.

Annually, the Roundtable sponsors Public Service Recognition Week (PSRW) nationwide. The capstone is the PSRW Mall Event in Washington, D.C., where 100 government agencies exhibit. Often the Roundtable celebrates public service by running a six-page advertisement in *The New York Times* and hosting a virtual job fair that posts thousands of jobs on *The Washington Post* online. This January the Roundtable recognized the Graduate School's Congressional Fellows at its yearly board awards program on Capitol Hill.

Kirke Harper, director of the Graduate School's Center for Leadership and Management, chairs the Roundtable. The chief operating officer is Adam Bratton, and the chief financial officer is Bridgette Bell.

The Graduate School Is Now on MOBIS

The General Services Administration (GSA) has approved the Graduate School, USDA under Federal Supply Schedule 874. GSA FSS 874 provides management, organizational and business improvement services (MOBIS) for all federal and D.C. government agencies. Our contract number is GS-10F-0228P.

GSA had already approved the Graduate School, USDA under Federal Supply Schedule 69. These two approvals — 874 and 69 — make it easier for federal agencies to contract for all of the Graduate School's training products and services.

Faculty Profiles



Paul Dominick

Paul Dominick brings decades of financial and accounting experience to the Graduate School classroom. After earning a bachelor's degree in accounting from Upper Iowa University in 1975, Paul worked as a finance and accounting officer at the Tobyhanna Army Depot in Pennsylvania. There his commendations included the

Army Material Command's Staff Accountant of the Year in 1984 and the Army's Resource Management "Educator of the Year Award" in 1994. He retired in 1994 as chief of the Fiscal Services Division.

Retirement was brief. In 1994 he joined the Graduate School's adjunct faculty in the financial management curriculum. Paul has taught eight subjects, including the federal accounting and federal budgeting introductory courses. He authored our Working Capital Funds course and designed and developed the Enhanced Defense Financial Management Training course. He served briefly as Quality Assurance Manager for the Northrop Grumman Corporation. In 2002 he was recognized as a Certified Defense Financial Manager.

Paul enjoys imparting his knowledge to a younger generation of civil servants. Students regard him highly; in fact, they line up to glean from him the finer points of cost accounting or budget formulation. They admire his "old school" approach, combining theoretical background with practical experience. They also value his courteous demeanor.

Paul and his wife live in Exeter, Pennsylvania, where he finds time for his greatest pleasure—three young grandchildren.



Larry Doyle

Larry Doyle enriches his Graduate School courses on management, supervision and leadership skills with experiences from thirty years in organization and training development. His mastery of subject matter and his delivery are so strong that customers request Larry for on-site sessions, and students seek out his courses.

He is currently president of The Human Factor, a consulting firm that he founded fourteen years ago in Mount Laurel, New Jersey. His clients—corporate, non-profit and government—and assignments have ranged from developing a public speaking program for the New York State Public Service Commission to designing and facilitating a strategic planning workshop for the Massachusetts Highway Department. For most customers, he develops, implements and upgrades business plans, including marketing, sales and financial forecasts.

Larry earned both a bachelor's degree and a master's degree in business administration from Western New England College in Massachusetts. He has been an assistant professor at St. John's University in New York and an adjunct professor at Rivier College in New Hampshire and at Mount Wachusett Community College in Massachusetts. He has served on the board of directors for the central Massachusetts chapter of the American Society for Training and Development.

Larry was a member of a reconnaissance unit with the Special Operations Forces in Vietnam. He is fluent in Thai (Siamese) and German.



David Elduayen

Since his days as principal of a three-campus community school in Venezuela, David Elduayen's enthusiasm for classroom teaching has never waned—if anything, it has grown stronger. "I love teaching," he exclaims again and again with excitement. Besides his Spanish classes at the Graduate School, David has taught Spanish at Kettering Elementary School in Prince Georges County and intensive

Spanish at the Foreign Service Institute and at the Agency for International Development in Washington, D.C.

David was born on the fourth of July in Tulsa, Oklahoma to a Canadian mother and a Venezuelan father, who worked for an oil company. The family moved to Venezuela when David was a small child. There he grew up in a mountain community, San Antonio de Los Altos, which had a strong artistic orientation and where his school had an art focus.

David is an art collector. His artistic pastimes are painting and working in stained glass. He lives in Arlington, Virginia and enjoys the cultural life of the capital region.

At the Graduate School David has adapted Spanish Review I and II for online teaching by employing the Blackboard platform. To develop Spanish vocabulary and pronunciation, David enlivens his classrooms with singing, music and games. His students like his approach and describe him as "charismatic."



Annette Habig

Annette Habig is earnest when she talks about the need for improved communication skills in the workplace. "I think it is critical for one's success professionally and personally. People have to step back and consider how they can communicate better—both orally and in writing." She also feels that most individuals have not had a solid back-

ground in the rules of grammar and the principles of English usage.

Annette redesigned the Graduate School's Clear Writing Through Critical Thinking course, adding a new participant guide and other materials. The course has received rave reviews from faculty and students. She has also taught our Introduction to Supervision class to newly hired supervisors at the Transportation Security Agency.

Annette enjoys meeting people from various agencies and finds many federal projects fascinating. Although based in St. Louis, she has taught five courses to Federal Railroad Administration employees nationwide. These are accident investigators, who must quickly write reports for the Washington office. She designed the course to include three days of report writing and one day of grammar and punctuation.

Annette received her bachelor's degree in English from Chestnut Hill College in Pennsylvania and a master's degree in improvement of instruction and program design from Washington University in St. Louis. Her major interest is her perennial garden, and her volunteer work centers around helping unwed mothers care for their children.



Graduate School Deputy Executive Director Lynn Edwards recently honored interns Ed Scuderi, Humma Ehsanullah and Brad Wasser. Scuderi and Wasser were in our Curriculum and Product Development Center, and Ehsanullah worked in Information Services.

Doctoral Candidate Conducts Study at Graduate School

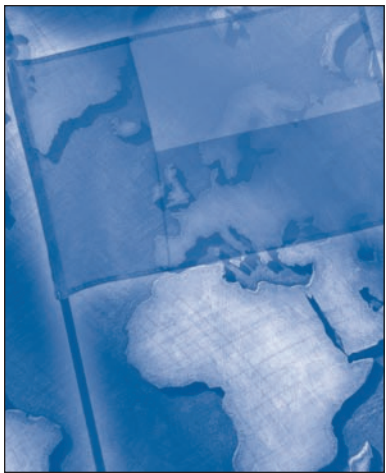
The Graduate School recently collaborated in a groundbreaking research effort with George Washington University doctoral candidate Deborah Waddill. Dr. Waddill has since received a doctorate in education and human resource development.

Dr. Waddill conducted a study within the Graduate School's online, Blackboard environment to examine the impact of the action learning process upon a management-level e-learning course. Action learning is a powerful individual, team and organizational learning process that has stimulated change and promoted learning in organizations for the past 60 years. Typically, action learning is conducted in a face-to-face environment in small sets of four to eight people, who work on a seemingly unresolvable issue using a question and reflection approach. Action E-Learning, a term copyrighted by Waddill, is an instructional methodology that is applied to a course that is offered online.

Waddill conducted her research at the Graduate School using our Blackboard platform. We also provided a pool of 12 participants, all alumni of our Executive Potential Program. By participating in this cutting-edge research effort, the Graduate School received recommendations for designing interactive online learning using this method.

Facilitating the research program at the Graduate School were Ronald MacNab, director of curriculum and product development; Dennise Orlando, instructional design manager; and Norman Riggins, program manager of the Executive Potential Program. Dr. Jerry Ice, director of the Graduate School, endorsed the program.





International Institute Trains in Benin

Jack Maykoski, director of the Graduate School’s International Institute, and Norma Ford, senior client relations manager, traveled to Benin and Cameroon in October to meet with government officials and promote training and business partnerships under the Africa Growth and Opportunity Act (AGOA).

In Cotonou, Benin, where the AGOA Training Center-Africa (ACTA) is located, the Institute delivered courses to Beninese small and medium-sized enterprises (SMEs) in trade and export development, quality and customer satisfaction and modern textile design. On behalf of our embassy we also held a trade seminar for high-level government officials and business leaders. The Institute is currently working with ACTA to develop a broader curriculum—workshops in business English and computer technology in business—and to link SMEs with small and medium-sized businesses in the United States.

The U.S. ambassador to Benin, Wayne E. Neill, noted that the “spirit” of the relationship between the Graduate School and ATCA provides a successful model for the support of economic development and trade.

International Institute Hosts CIV Representatives

The Graduate School’s International Institute hosted an open house for representatives from the Councils for International Visitors (CIVs) on February 25, 2003. The Department of State recently named the International Institute one of seven National Programming Agencies to administer the International Visitors Program. Under the direction of Jennifer Nupp, exchange program administrator, the Institute has hired additional staff and set up an infrastructure for running the program. Staff members have already welcomed current or potential leaders from Austria, Hungary, Turkey, Nigeria, Italy, Japan, Costa Rica, Tajikistan and France. To schedule events, travel and programs that fit the visitors’ professional interests, the Institute works closely under the direction of the State Department’s Bureau of Educational and Cultural Affairs and with CIVs nationwide.



Jack Maykoski, director of the International Institute, and Jennifer Nupp, exchange program administrator, welcome CIV representatives Kevin Webb (left) from Columbus, Ohio and Claudia Sato (right) from Des Moines, Iowa.

New Financial Management Advisory Board Members

The Graduate School’s government audit, accounting, budget and financial management curriculum team recently appointed four new members to its Financial Management Advisory Board. The new appointees are Robert P. Murphy, Relmond P. Van Daniker, Robert H. Werner and Harvey Wiley.

Murphy is the general counsel for the Congressional Budget Office. He previously served as general counsel for the General Accounting Office. In private practice he represented domestic and foreign businesses in contracting with the federal government. Van Daniker is president of the International Consortium on Governmental Financial Management (ICGFM) and the former executive director of the National Association of State Auditors, Comptrollers and Treasurers (NASACT). He is also the executive director of the Association of Government Accountants. A former chief financial officer for the Farm Service Agencies at the Department of Agriculture, Wiley is senior consultant to The MIL Corporation in Bowie, Maryland. Werner is director of the Center for Governmental Accounting Education and Research at the Rutgers University Business School. He also directs the university’s masters program in governmental accounting.

In Memory — Graduate School Language Instructors

Renata Babak taught Russian language courses at the Graduate School from 1990-2002. Her students rated her highly and enjoyed her enthusiastic approach to language instruction. A member of the Soviet opera, her defection during a performance in Italy in 1972 was a high profile incident. As a member of the Washington Opera Company, she received high acclaim for more than twenty years.

Basil Malish, a longtime and much valued member of our Spanish language faculty, died January 13, 2004. With two master’s degrees—in Spanish and in library science—Malish worked at the Library of Congress as a specialist in Hispanic and English acquisitions. He also taught Spanish to members of Congress in the Graduate School’s Spanish on the Hill program.

Silverio Munoz, a native of Chile, taught Spanish at the Graduate School from 1999-2003. His specialty was Spanish translation, and he helped many students complete their Spanish translation programs. He also taught at Gallaudet College and at Northern Illinois University. Munoz received a doctorate in Latin American narrative and poetry from the University of California at San Diego. He was a member of the Society of Chilean Writers.

MESSAGE FROM THE EXECUTIVE DIRECTOR



In the past few years other institutions have recognized the Graduate School as a leader in continuing education. This recognition has produced partnerships or agreements which make our courses more attractive and extend the School’s reach by offering college credit for specific programs and courses. In fact, monthly we average 250 requests for student transcripts.

Each of these agreements has its own parameters. All attest to the high regard other institutions have for the School’s curriculum and training.

The most recent agreement is with the School for Professional Studies at Regis University. An online university based in Denver, Regis University will award transcript credits to students who have successfully completed Graduate School courses recommended by the American Council on Education (ACE). These ACE reviews pertain to our evening and self-paced courses.

In a cooperative agreement with the University of Maryland’s College of Information Studies, the Graduate School will offer a new Master of Information Management degree at our location in downtown Washington, D.C. Maryland faculty will teach two courses at the Graduate School this summer. The University of Maryland’s College of Information Studies will award the degree.

Our Government Audit Training Institute has partnered with Thomas Edison State College in New Jersey to offer a Master of Science in Management degree with a concentration in Public Sector Auditing (MSM-PSA). The degree incorporates academic coursework with training and practical experience related to professional competencies in management, leadership and performance auditing.

Federal, state and local government employees who hold or aspire to management or leadership positions may enroll in our Certified Public Manager Program, offered in partnership with The George Washington University. Coursework focuses on the essential areas of public management, such as general administration and organization and technical and quantitative skills. Training takes place at the Graduate School, and The George Washington University provides access to its resources and advisors.

The Graduate School’s flexibility is a valuable asset, particularly when we enter into an agreement with another institution. These partnerships provide our customers with more options and the benefits of an association with other institutions. After all, creating programs to fit our clients’ needs is what we do best. There will be more.

Dr. Jerry Ice

NEWSbriefs

Ice on Board of Trustees

Mountain State University in Beckley, West Virginia has named Executive Director Jerry Ice to its board of trustees. Ice holds other board appointments—with Salem International University in Salem, West Virginia; with Education Direct, a division of Thomson Learning; and with the American Council on Education.

Fair Housing Act Implementation

In a pilot program with the Pennsylvania Human Relations Commission, the Graduate School will coordinate the creation and implementation of a National Fair Housing Training Academy. The purpose of the newly-authorized academy is to provide technical training to improve the performance of the Fair Housing Assistance program agencies.

Take note...



New Leader Program

This six-month program for GS 7-11 employees provides the building blocks to develop and improve leadership skills and includes an assessment of participant needs, experiential learning and individual development. During the assessment phase, employees complete the Leadership Effectiveness Inventory (a 360-degree feedback assessment instrument) and the Myers-Briggs Type Indicator. Participants receive instruction and feedback when preparing their individualized plans, for each plan must include developmental activities. The experiential learning phase includes skill practice in real-world situations. Nominated individuals have a high potential for leadership.

Course Code: NLED7300L
Tuition: \$2,595
Registration deadline: May 7, 2004
Program begins: June 6, 2004
Location: Washington, D.C. and within a 200-mile radius

Bangladesh Health Administrators Visit Graduate School



Health administrators from Bangladesh met recently with International Institute staff members in Worcester, Massachusetts: Dr. Syed Mahbubul Alam, Dhaka Medical College; Dr. Shamimur Rahman, Sylhet MAG Osmani Medical College; Olena Lange, International Institute; Khaleeda Akhter, Ministry of Health and Family Welfare; Dr. F.M. Siddiqui, Dhaka Medical College; and Nadia Anderson, International Center of Worcester.

met with public and private health care providers in rural areas and in Montreal, Boston and Atlanta. The Institute also scheduled sessions with the Centers for Disease Control, city government officials and health insurance representatives. Presentations and discussions centered on hospital structure, management, services, patient admissions and care, and research and training. The program is part of an ongoing partnership with New Zealand's Health and Education Network, Ltd.

Events in Your Area

Federal Appropriations Law

This course provides all professionals, including budget and financial personnel, unit managers and attorneys, with a solid foundation in federal government appropriations law.

Course Code: FINC7100D
Tuition: \$795
May 17-20, 2004, San Francisco, Calif.
June 15-18, 2004, San Francisco, Calif.
July 12-15, 2004, San Francisco, Calif.

Federal Appropriations Law Update

If it has been 24 months or more since you attended a Federal Appropriations Law seminar, you will need this update.

Course Code: FINC7200D
Tuition: \$275
May 21, 2004, San Francisco, Calif.

Fundamentals of Writing

Learn to communicate clearly and effectively in a three-day course which takes beginning writers from concept to finished document.

Course Code: WRIT7010D
Tuition: \$625
July 7-9, 2004, San Francisco, Calif.

Management Analysis: Overview

This course gives new management and program analysts, technicians and assistants a foundation in management analysis techniques.

Course Code: PMGT7000D
Tuition: \$775
July 20-23, 2004, Seattle, Wash.

Position Classification: Basic

In this course you become a well-trained classifier and learn to classify position descriptions written in a variety of formats.

Course Code: CLAS7000D
Tuition: \$1795
May 3-14, 2004, Phoenix, Ariz.

For more information on Graduate School, USDA courses in your area, visit our Web site at www.grad.usda.gov.



Take note...

Events in Your Area

Human Resources Management for Supervisors and Managers
This course prepares supervisors and managers to handle the human relations aspects of supervision, including the laws and regulations.

Course Code: PMGT7100D
Tuition: \$925
June 7-11, 2004, Ocean City, Md.

Introduction to Supervision

This course reflects the latest trends and changes for supervisors and managers in the federal workforce and provides the skills and tools necessary to meet their responsibilities.

Course Code: SUPV7001D
Tuition: \$1,025
May 10-14, 2004, Boston, Mass.

Leading Change

Gain the knowledge and skills necessary to shape the future of your organization.

Course Code: MGMT7201D
Tuition: \$1,345
May 10-14, 2004, Washington, D.C.

For more information on
Graduate School, USDA
courses in your area, visit
our Web site at
www.grad.usda.gov.

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Course Code: NLED7300L
Tuition: \$2,595
Registration deadline: May 7, 2004
Program begins: June 6, 2004
Location: Washington, D.C. and within a 200-mile radius

Bangladesh
Health
Administrators
Visit Graduate
School



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met with public and private health care providers in rural areas and in Montreal, Boston and Atlanta. The Institute also scheduled sessions with the Centers for Disease Control, city government officials and health insurance representatives. Presentations and discussions centered on hospital structure, management, services, patient admissions and care, and research and training. The program is part of an ongoing partnership with New Zealand's Health and Education Network, Ltd.



Events in Your Area

Pre-Retirement Planning (CSRS Participants Only)

Plan now for a rewarding retirement. This course will help Civil Service Retirement System employees within 10 years of retirement understand the key elements of the CSRS benefits.

Course Code: BENE7200D

Tuition: \$545

May 11-13, 2004, Chicago, Ill.

June 8-10, 2004, Kansas City, Mo.

Leadership Skills for Non-Supervisors

This course is designed for those who want to enhance their leadership abilities. Learn the essential skills to gain the respect and support of others.

Course Code: ADMB7006D

Tuition: \$475

May 19-20, 2004, Denver, Colo.



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Bangladesh
Health
Administrators
Visit Graduate
School

The Graduate School's International Institute recently hosted two groups of health administrators from Bangladesh. The purpose of their visit was to benchmark operational and management techniques and other best practices in the health care industry in the United States and Canada. The groups met in Montreal, Boston and Atlanta. The Institute also